

**ARTICLE II**

**MEMBER APPOINTMENT**

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The purpose of this Article is to establish the qualifications and rules necessary for the selection and appointment of members of the West Lafayette Police Department.

A. Application Process.

(1) Application Forms. All applicants for appointment as a member of the Police Department shall obtain an application form from the City of West Lafayette Human Resources Department, from the West Lafayette Police Department website, or from a West Lafayette Police Department employee. The Commission shall review the application forms used to consider applicants for compliance with all federal and state laws.

(2) Completion of Application. All information requested in the application forms shall be filled out to the best knowledge and belief of the applicant. Any misrepresentation made in the application forms by the applicant may render the applicant ineligible for any position with the Police Department. Failure to provide all required information with the application will result in the application being rejected. The applicant must resubmit the entire application package in order to be considered for the hiring process.

(3) Limitation. Each applicant who has submitted a complete application package must take the next available agility and aptitude test. If the applicant fails to take the next available agility and aptitude test, the applicant must resubmit the application package to be reconsidered for the hiring process.

(4) Applicant Information. An applicant must supply the following along with the completed application form:

- a) birth certificate or satisfactory evidence of date and place of birth;
- b) copy of high school diploma or G.E.D. certificate or high school transcript showing graduation;
- c) copy of military Certificate of Release or Discharge from Active Duty (DD Form 214), if applicable;
- d) valid driver's license or application for valid driver's license.

(5) Initial Eligibility Requirements.

- a) Citizen. An applicant must be a citizen of the United States of America.

b) Age. An applicant must be, at the time of application to be a member, at least twenty-one (21) years of age and less than thirty-six (36) years of age. However, the age requirements do not apply to a person who has previously been employed as a member of the West Lafayette Police Department.

c) Character. An applicant must be of “good moral character” as determined by the Commission after review of all the requirements set forth in this Article.

d) Felony Conviction. An applicant shall not be appointed, reappointed or reinstated if he or she has a judgment of conviction for a felony.

e) High School Graduate. An applicant must be a graduate of a duly accredited high school or have received a G.E.D. certificate.

f) Other Criteria. In addition to the above, an applicant must have one of the following:

(i) completed 60 semester hours or 90 quarter hours of post-secondary education at an accredited college, university or technical school with at least a 2.0 GPA based on a 4.0 grading scale;

(ii) honorably completed 2 years of active service in the U.S. Military and received an Honorable Discharge or General Discharge (Under Honorable Conditions); or

(iii) completed 2 years of employment as a full-time law enforcement employee.

B. Examination Process. An applicant must take and pass minimum agility and aptitude tests to determine physical condition and general aptitude prior to being considered for employment.

(1) Physical Agility Test. The Commission shall adopt a physical agility test with the following minimum standards:

a) muscular strength;

b) muscular endurance;

c) cardiovascular endurance;

- d) musculoskeletal flexibility.

The physical agility test shall not discriminate on the basis of sex and shall reflect the essential functions of the job. An applicant must meet or exceed these standards at the time of the application to be eligible to take the aptitude test and be considered for employment.

(2) General Aptitude Test. The Commission shall adopt a general aptitude test as part of the applicant's testing process. The general aptitude test shall:

- a) reflect the essential functions of the job;
- b) be administered in a manner that reasonably accommodates the needs of applicants with disabilities.

Each applicant must score at least 75% in each category on the test and receive an overall score of at least 85%. Failure to meet either of these criteria will result in the applicant being removed from the hiring process.

(3) Biennial Review. The Commission shall review all aspects of the testing process at least once every two years and periodically adopt procedures for conducting the test.

- C. Interview with Police Review Board. An internal review board, consisting of members of the Department, as selected by the Chief, shall interview and rate the applicant. The Board's scores and comments for the applicant shall be forwarded to the Commission. Failure of an applicant to receive a combined average score of 75 or greater from the Police Review Board will result in the applicant being removed from the hiring process.

The Chief shall submit the format used by the internal review board to the Commission for approval.

- D. Background Investigation. A background investigation, including a criminal background, is to be completed by the police department. After the background investigation has been completed, the Police Review Board shall assign a score of up to a maximum of 60 points. The points assigned by the Police Review Board are conditional. The Commission shall review the background investigation and either affirm or change the score given by the Police Review Board.
- E. Polygraph Exam. After an applicant has gone through a background investigation, the applicant shall then submit to a polygraph exam, administered by a qualified polygraph examiner. In the event an applicant shows deception, or

makes admissions that preclude that applicant from employment, the applicant shall be removed from the hiring process.

- F. Interview with the Commission. All applicants remaining in the hiring process shall be interviewed by the Commission. The Commission shall then score the applicant based on the following weights given to the criteria set forth above:

- (1) examination - 10%
- (2) police review board interview - 35%
- (3) background investigation - 20%
- (4) Commission interview - 35%

A minimum weighted score of 75% is necessary for the applicant to be placed on the eligibility list.

- G. Eligibility List. The Commission shall then place the qualified applicants on an eligibility list ranked from highest to lowest score, which eligibility list shall be certified to the Board of Works. If an applicant for original appointment reaches his or her thirty-sixth (36<sup>th</sup>) birthday, the applicant's name shall be removed from the eligibility list. An applicant remains on the list for two (2) years from the date of their first certification. If an applicant is removed from the eligibility list after two (2) years, then the applicant may reapply and begin the hiring process again.

- H. Additional Requirements. The Commission, after review, may establish additional standards as a condition of employment above the minimum standards set out above.

- I. Filling Vacancies. The Chief shall notify the Commission in writing when a vacancy occurs in the department. The Commission shall then provide the Chief with the name of the applicant having the highest score on the Eligibility List. The applicant shall then:

- (1) be re-administered the physical agility test;
- (2) undergo an updated criminal background investigation to determine if the applicant is of continued good character.

- J. Conditional Offer of Employment. The Chief shall inform the Commission after the physical agility test and the updated criminal background investigation has

been re-administered. If the applicant passes these criteria, then the Commission may extend to the applicant a conditional offer of employment.

- K. Eligibility Requirements under the 1977 Policeman's Pension Fund (PERF).
- (1) Conditional Appointment. An applicant's appointment is conditional on meeting the provisions for membership in the 1977 Police Officers' and Firefighters' Pension and Disability Fund (PERF) under IC 36-8-8-1 *et seq.*
  - (2) Physical and Mental Examination. After the Commission extends a conditional offer of employment to an applicant, the Commission shall administer the baseline statewide physical and mental examination as prescribed by the PERF board. (IC 36-8-8-19)
- L. Probationary Members.
- (1) Probationary Period. All applicants who pass the physical and mental examination as prescribed by the PERF board will become probationary members for a period not to exceed one (1) year. Probationary members shall be rated in the same manner as other members of the department. If the Commission is notified by the Chief that the probationary member is not performing satisfactorily, the Commission shall notify the member in writing:
    - a) that the member is being reprimanded;
    - b) that the member is being suspended; or
    - c) that the member will not receive a permanent appointment.
  - (2) Termination of Employment. If the Commission finds that the probationary member will not receive a permanent appointment, the member's employment shall terminate immediately.
  - (3) No Property Interest. Probationary members do not have a property interest in their position until such time as they become a permanent member.
  - (4) Termination of Probationary Period. If the Chief presents no finding prior to the end of the one (1) year probationary period, a member will automatically be considered a regularly employed member.
  - (5) Residential Requirement. Within six (6) months of appointment, a member shall reside within Tippecanoe County or a contiguous county.

- M. State and Federal Laws.
- (1) Rules Subject to Federal and State Law. These rules and regulations regarding the employment of members shall be subject to all state and federal laws. If the Chief becomes aware of any changes in the law that would affect these rules, he or she is to notify the Commission so that the necessary amendments may be made.
- (2) Chief's Responsibilities. The Chief shall notify the Commission when an applicant's offer of employment is no longer conditional (after PERF has approved the applicant for the 1977 Fund).
- N. Furnishing Information to Applicants. A Commissioner who knowingly furnishes information to an applicant for original appointment that gives that person an advantage over another person commits a Class D felony.